

**PPMR
A-E CONTRACT CHECK LIST**

Contract No.	Negotiated/Sealed Bid:
Contractor Name:	Contract Options:
Dollar value:	Contract Type:
Award Date:	Contracting Officer:

ITEM	YES	NO	N/A
<u>Contract Folder</u>			
1. Labeling (and contract numbering)			
2. Contacts (Address/Phone)			
3. File Folder Format in use			
4. Check list in place			

PRE-SOLICITATION DOCUMENTATION--A-E	YES	NO	N/A
1. Funding document (AD-700)(FAR1.602-2)			
2. Accounting Code			
3. Budget Object Code			
4. Authorized Signature			
5. SOW			
6. Cost Estimate/Independent Gov't Estimate (FAR 36.605)			

Comments:

<p align="center">PPMR</p> <p align="center">A-E CONTRACT CHECK LIST (continued)</p>	
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PRE-SOLICITATION PHASE--A-E	YES	NO	N/A
1. Evidence of Market Research (FAR 10)			
2. JOFOC (FAR 6.3, AGAR 406.3, PM 6-03)			
3. Determination of SIC CODE and PSC (FAR 19)			
4. OSDBU Clearance (AGAR 419.201, DR 5090-1)			
5. SBCDP/Determination of Set-aside (FAR 19.10)			
6. 8(a) Procedures/Offering Letter (FAR 19.8, AGAR Advisories 21 & 22)			
7. Subcontracting Plan (LB, >\$500K, FAR 19.7)			
8. Use of Options (FAR 17.2)			
9. Determination of Contract Type (FAR 16)			
10. A-E Evaluation Board Appointment/Instructions (FAR 36.602-2/3)			
11. Selection Criteria (FAR 36.602-1)			
12. SF-254 & 255 on File (FAR 36.603)			
13. Contract Review Board (FD Only)			
14. Project Orientation (P&P 242.4) (FD Only)			
15. OGC Legal Review			

Comments:

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SOLICITATION PHASE - A-E	YES	NO	N/A
1. Procurement Plan (FAR 1.105/P&P 242.4)			
2. Solicitation Notice - CBD (FAR 5.201/36.601)			
3. Short Selection Process (<\$100K, FAR 36.602-5)			
4. Formal Selection Process (>\$100K, FAR 602-3 & 4)			
5. Evaluation Report (FAR 36.602-3(b))			
6. Invitation Letters to Short-Listed A-E's			
7. Presentations/Interviews w/3 highly qualified (FAR 36.602-3(c))			
8. Re-Evaluation & Selection Report (FAR 36.602-3(d))			
9. Selection (FAR 602-4)			
10. Issue RFP to highest qualified A-E (FAR 36.606)			

Comments:

PPMR			
A-E CONTRACT CHECK LIST (continued)			
PRE-AWARD PHASE--A-E	YES	NO	N/A
1. Evaluate Cost Proposal (FAR 15/31.105/36.606)			
2. 6% Statutory Fee Limitation (FAR 15.404-4(c)(4)(i)(B))			
3. Pre-Negotiation Objectives (FAR 15.406-1)			
4. Audit Report & Review			
5. Cost and Pricing Data (FAR 15)			
6. Negotiation (FAR 15)			
7. Responsibility Determination (FAR 9.104-1)			
8. Cancellation of Negotiations with top A-E (FAR 36.606(f))			
9. If Step 8 is yes, do Step 1 thru 7, with 2nd highest (FAR 36.606(f))			
10. Release of Information (FAR 36.607(a))			
11. Debriefings (FAR 36.607(b)/15.5)			
12. Price Negotiation Memorandum (FAR 15.406-3)			
13. Protest (FAR 33)			
12. Contract Review Board (FD Only)			
13. Congressional Notification (>\$100K, AGAR 405.303, PM 5-01)			
Comments:			

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AWARD PHASE--A-E	YES	NO	N/A
1. Contract Award (FAR 15.504) Fully Exec_____w/in authority_____			
2. Notice of Award (FAR 36.213)			
4. CBD award notice (FAR 5.303)			
5. SF-279 (AGAR 404.601)			
6. Unsuccessful Offeror Notification (FAR 15.503)			
7. Debriefing (FAR 15.505 & 6)			
8. COR Designation (FAR 42.3)			
9. Post Award Conference (FAR 42.503, P&P 242.4)			

Comments:

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CONTRACT ADMINISTRATION - A-E	YES	NO	N/A
1. Submittal Schedule			
2. Submittal Receipt and Review			
3. Cost Estimate Review (ECC w/in Funding Limitation) (FAR 36.609)			
4. 50% Design Review Board (P&P 242.4)			
5. Value Engineering Conference (P&P 242.4)			
6. Final Cost Estimate (ECC w/in Funding Limitation)(FAR36.609)			
7. Options (FAR Part 17.2) Design phase____Bid Phase____Construction phase____			
8. Performance/Progress Reports (COR)			
9.Completion Date Monitored or Extended (see MODS)			
10.Suspensions/Delays (FAR 42.13)			
11.Terminations (FAR 49)			

Comments:

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MODIFICATIONS - A-E	YES	NO	N/A
1. Funding document (AD-700) (FAR 43.105)			
2. Accounting Code			
3. Budget Object Code			
4. Authorized Signature			
5. SOW/Specs/Drawings			
6. Cost Estimate			
7. Program Documentation			
8. Change Order Proposal (FAR 43)			
9. Value Engineering Proposal (FAR 48)			
10. Technical Evaluation			
11. Cost/Price Evaluation			
12. Negotiation Summary			
13. Novation/Change of Name Agreement			
14. Modifications (and back up documentation) (FAR 43) within scope: authorizing clause Outside scope: JOFOC			
15. Time Adjustment Excusable Delay Consideration to Govt.			
16. SF-279 (AGAR 404.601)			
17. Deny Change Order Proposal/Equitable Adjustment Reasons/clause (reference Disputes Act) (FAR 33.2)			

Comments:

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FINANCIAL MATTERS--A-E

Invoices and Payments	YES	NO	N/A
1. Contractor Certification			
2. Release from Claims			
3. Progress Progress Payments			
4. PCAMPS			
5. COR Approval on Invoice			
6. Invoice/Payment Amount Commensurate w/ Progress			
7. Invoice/Payment Log with Accounting information			
8. Invoice Processing Time iaw Prompt Payment Act (FAR 32.9)			
9. EFT			
10. Assignment of Claims (FAR 32.8)			

Comments:

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CLOSE OUT - A-E (FAR 4.804)	YES	NO	N/A
1. Final Deliverable/Design Received/Certification			
2. Acceptance/Sign-off			
4. Final Payment w/Release from Claims			
5. Resolution of Disputes			
6. Performance Evaluation Report (FAR 36.604)			
7. Contract Review Board (FD Only)			
8. Memorandum to Budget/Finance			
9. COR Checklist/Reports/Documentation			
10. Contracting Officer's Closing Memorandum			
11. Records Center Transfer			

Comments:

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A-E TASK ORDERS	YES	NO	N/A
1. AD-700/Accounting Code/Authorized Signature			
2. SOW/POR			
3. Independent Gov't Cost Estimate			
4. RFP/Memo			
5. Documentation on Proposal Evaluations & Negotiations			
6. Task Order			
7. SF-279			
8. Design Reviews/Submittals (35%, 50%, 95%, as applicable)			
9. Timeliness of Submittals			
10. Invoicing/Payment			
11. Modifications			
12. Final Deliverable Received			

Comments: